CIM User Guide

How to Approve Bundled Proposals

This guide is for CIM approvers and walks you through the steps for how to approve proposals that are part of a Bundle.
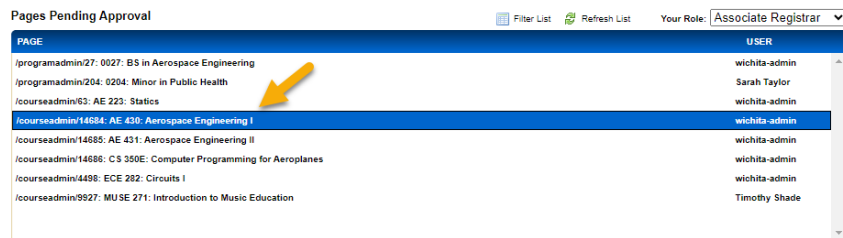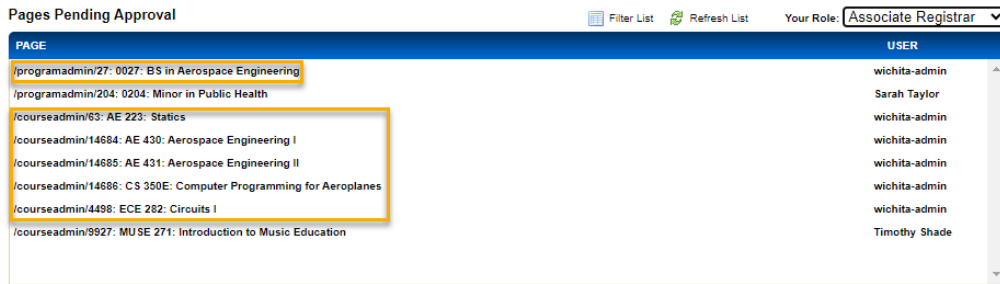
How Bundles Act in the Workflow

Bundling is the ability to take multiple proposals to create a batch, like stapling several course and program forms together before starting the approval process. When bundled, all the proposals are approved or rolled back together as a batch.

Therefore, approvers only have to select "**Approve**" or "**Rollback**" on one proposal in their approval queue in order to move the entire Bundle forward or backward in the workflow. Approving and rolling back are all or nothing. One proposal in the Bundle cannot be approved or rolled back without approving/rolling back the entire Bundle.

Approver View

Proposals in a Bundle appear in an approvers queue just like any other proposal. The difference is noticed when a proposal is selected and viewed further down on the approval screen. Bundled proposals will have at the top the Bundle title and a listing of what the bundle includes with links to the individual proposals.

Approving/Rolling Back a Bundle

Before a Bundle can be approved and moved forward in workflow, every proposal in the Bundle must be viewed by the Approver. The appearance of the eye icon next to the proposal in the Bundle indicates if that proposal has been viewed

or not. An eye with a slash through it means the proposal has not been viewed, while an eye without the slash means the proposal has been viewed.
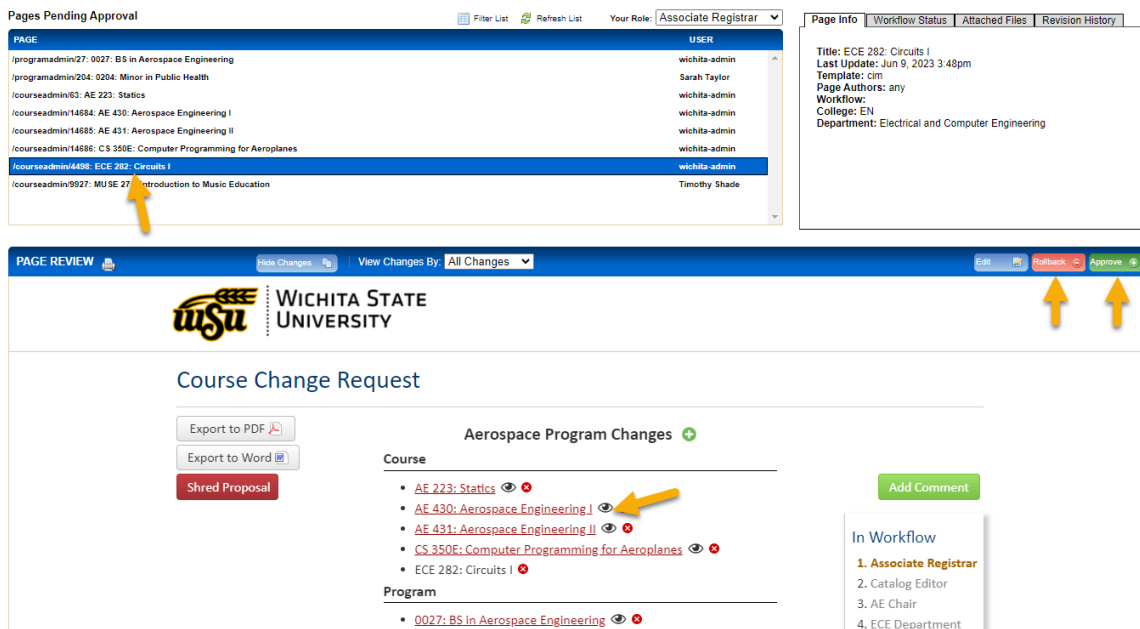

Once every proposal in the bundle has been viewed, the Approver merely needs to click on the green "**Approve**" button or the red "**Rollback**" button on one proposal in order to approve or rollback the entire Bundle.
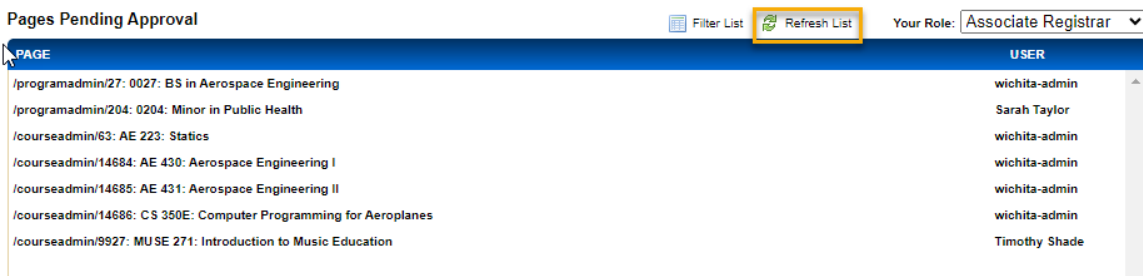

Note: When you approve or rollback the Bundle, only the one proposal will appear to have left your approval queue. You will need to refresh your page and enter your queue again in order to see that all proposals in the Bundle have left your queue: